



www.dmh.mo.gov/dd

Improving lives THROUGH
supports and services
THAT FOSTER self-determination.

MISSOURI DEPARTMENT OF MENTAL HEALTH

**SELF-DIRECTED SUPPORTS
OPTIONAL TRAININGS
COLLEGE OF DIRECT
SUPPORTS ENROLLMENT
REQUEST FORM**

If you are requesting **optional** training from College of Direct Supports, then please complete the attached form and send it to site administrator: Tonda Lain, tonda.lain@dmh.mo.gov. Once Tonda receives the Training Enrollment Request, she will assign the training to each individual you wish to enroll. Please make sure to fill in all of the blanks and make sure that you have completed all of the information requested for each person you wish to enroll.

When the site administrator completes the enrollment process, the person enrolled, person requesting enrollment and Self-Directed Support Coordinator will all receive an email which provides step by step instructions on how the person enrolled will access the assigned modules through College of Direct Support.

Once all of the training is completed for the module, the person enrolled will email tonda.lain@dmh.mo.gov that they have completed all of the assigned modules and are ready to receive their certificate of completion. Tonda will review the transcript to ensure all modules have been completed before sending the certificate of completion. Certificate of Completion will be sent to the individual enrolled and the employer/designated representative.

Date of Request: _____ SDS Coordinator: _____ Region/ Satellite: _____

Individual using SDS: _____ Email: _____

Designated Representative Name (if applicable): _____ Email: _____

Please enroll my following employees into the into College of Direct Supports:

First Name: _____ Last Name: _____ Email: _____

Please check classes requested		Date Completed	Certificate Emailed
<input type="checkbox"/>	Civil Rights and Advocacy		
<input type="checkbox"/>	Community Inclusion		
<input type="checkbox"/>	Individual Rights and Choice		
<input type="checkbox"/>	Maltreatment Prevention and Response		
<input type="checkbox"/>	Person-Centered Planning and Supports		
<input type="checkbox"/>	You've Got a Friend: Supporting Family Connections, Friends, Love and the Pursuit of Happiness		
<input type="checkbox"/>	Supporting Healthy Lives		
<input type="checkbox"/>	Cultural Competence		
<input type="checkbox"/>	Safety		

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4/14/2015